

Chapter 1 - Introduction

The Advanced Purchasing Inventory Control System (ADPICS) is designed to automate many of the activities related to the procurement, receiving, payables, and inventory functions. ADPICS is used by authorized personnel who are responsible for managing, entering, and maintaining data in the system. Personnel included are as follows:

Inventory management personnel

Warehouse personnel

Buyers

Central purchasing personnel

Personnel in ordering departments

Specification analysts

Parts cataloging personnel

Materials management personnel

Departmental personnel receiving goods

Other authorized personnel

Accounts Payable

ADPICS provides the ability to find the answer to most user questions via on-line inquiries. On-line inquiry is by far the fastest, most efficient, method of finding the answer to a question, and should always be the first action taken. Anyone with authorization has the ability to look up ADPICS (or R★STARS) information on any terminal, without waiting for a report to be run and printed.

Some questions about ADPICS documents, and questions about payments, must be answered using inquiries and reports in R★STARS. The user should remember that this is a very powerful and fast system that provides information to answer questions at the time they are asked rather than having to request a report and then wait a day or more to get the answer. If, however, the amount of data required will exceed a reasonable number of on-line inquiries, a report may need to be generated.

In Michigan, the RMDS, or Report Management and Distribution System (RMDS), is the report viewing software used to view an ADPICS Standard Report. Only users with proper RMDS security can access RMDS and view reports.

ADPICS reports are established in the batch program. Reports can be established that run at weekly or monthly intervals, as needed. Reports are requested through an IM (Information Management) record or by phoning Boulder and requesting that a specific report be run. Only a Report Coordinator can request a report. Reports are viewed and/or printed in RMDS (Report Management and Distribution System). Users with proper RMDS security may view reports in RMDS.